

**OFFICE OF THE CLERK
UNITED STATES COURT OF APPEALS
FOR THE TENTH CIRCUIT**

POSITION ANNOUNCEMENT

*****COUNSEL TO THE CLERK*****

POSITION: The Office of the Clerk is seeking an experienced attorney to serve as Counsel to the Clerk.

STARTING SALARY: CL28-30, \$43,165 TO \$60,655 per annum depending on qualifications and experience. The position is subject to mandatory EFT (direct deposit) participation for payment of net pay.

SUMMARY OF WORK: Counsel to the Clerk provides substantive legal analysis, advice and assistance on cases pending before the court. The incumbent will also assist case managers on procedural matters, and will provide assistance on other court-related legal and administrative issues. A broad range of duties include, but are not limited to, the following: Case screening analysis, complex motions work including conducting legal research on issues that form the basis for disposition of the case or motion, preparing memoranda, and presenting recommended dispositions, orally and in writing; reviewing and analyzing bills of cost for submission to judges; working on special projects for the clerk and chief deputy, i.e., continuous research and analysis of new legislation to draft reference material for distribution and use by the office; management of all disciplinary actions that come before the court, including docketing those matters; responsibility for processing pro se mail; attending court sessions and acting as a courtroom deputy during oral arguments; assisting in training matters; acting as a back up to opinion processing and docketing.

QUALIFICATIONS: Graduation from an accredited law school and admission to practice before the highest court of a state, territory, commonwealth, or possession of the United States. For placement at CL28, one year specialized experience equivalent to work at the CL27 level; for placement at CL29, two years specialized experience, including at least one year equivalent to work at the CL28 level; for placement at CL30, three years specialized experience, including at least one year equivalent to work at the CL29 level. Excellent interpersonal skills. The ability to communicate complex issues in simple terms. Experience in the use of personal computers and a variety of applications. Prior experience in a federal or state court is preferred. The following qualifications may affect the selection of an applicant, as well as determine the starting salary: the ability to take initiative and work in a self-directed team environment; knowledge of federal substantive and procedural law; strong organizational skills.

APPLICATION PROCEDURE: Qualified persons should submit a cover letter and resume indicating the position applied for to Lori Charlton, Office of the Clerk, U.S. Court of Appeals, Byron White U.S. Courthouse, 1823 Stout Street, Denver, CO 80257, 303/335-2825. The position is open until filled. Applications will be considered beginning immediately. Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER